

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1078308
POSITION NO: 242278
POSITION TITLE: _____

DATE POSTED: 11/18/13
CLOSING DATE: 12/03/13

DEPARTMENT NAME / WORKSITE: Program Supervisor III
Department of Roads - Tse Bonito, NM
WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: Y66A
WORK HOURS: 8:00am-5:00pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 46,363.20 PER ANNUM
SEASONAL: ☐ Duration: _____ \$ 22.29 PER HOUR
TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Provides management and guidelines to the construction engineering and quality control programs pursuant to the strategic goals of the department; develops construction plans for heavy road maintenance and road improvement/construction projects. Monitors projects utilizing MS Project Management system; develops and maintains preventative maintenance schedule on the NDOT Complex, Region 12 and Region 8 office facilities. Oversees the development and update the Road Maintenance Plan, Annual Work Plan, Safety Plan and assists with the Department budget development and processes. Oversees and monitors Performance Measure Form 2 for construction/engineering management program; produces monthly, quarterly and year end accomplishment reports. Manages FHWA road maintenance service, heavy road maintenance and improvement/construction projects. Works closely with civil engineers on value engineering, engineering assessment, maintenance and construction standards, road subgrade preparation, subgrade stabilization, culvert materials, installment, compaction on culvert installation, etc. Manages and oversees Special Projects heavy road maintenance and heavy equipment, vehicle and equipment maintenance schedules, reports, fuel log/receipt reports; plans and coordinates mobilization of equipment with Fleet Coordinator. Represents the Department Manager at executive meetings relating to contract management and compliance, quality assurance/control, project budgets and invoices; assists with construction management and project status closeout reports to funding agency, OMB, Division, OPVP, oversight committee and Navajo contract timeline and measures program productive/progression in accordance to Code of Federal Regulations.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

Bachelor's degree in Public or Business Administration or closely related field; and

four (4) years of program related experience, two (2) years of which must have been in a supervisory capacity or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Applicant must have knowledge of 82 IAM Maintenance Manual; knowledge of the Navajo Nation Procurement and Budget process.

Special Requirements:

(Preferred) Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment. **(Preferred)** Applicant with CDL Class A License

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 9/19/13